

Steven Zerinsky
123 Broad Street
Newark, NJ 07184
Phone: 201-555-1212
Email: szerinsky@gmail.com

January 15, 2018

Mr. Kevin Richland
General Manager
ABC Company
123 Broad Street
New York, NY 10036

Dear Mr. Richland,

I am responding to the operations manager position advertised in the NY Times on January 14. As a skilled professional with a strong background in operational and staff management, I am seeking to align myself with your company that is highly regarded for its efficiency and collaborative work environment.

With extensive experience working with a diversity of people from different backgrounds and ages, meeting stringent goals, and creating a positive work environment, I am confident that I can add value to your organization. What I can bring to your organization include:

- More than 10+ years' experience in operations management with upwards of 200 employees, both in union and non-union environments.
- Proven track record of success exemplified through streamlining operations to consistently increase profits.
- Extensive project management experience working with cross-cultural employees.

Given my extensive background in high intensity environments, I would like the opportunity to discuss the value that I can bring to your organization. Attached is my resume for consideration and at your convenience, I look forward to speaking with you early next week. I am available for interviews Monday through Friday between 3:30 and 6:30 p.m. and can be reached at 201-555-1212.

Sincerely,

Steven Zerinsky